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3 January 1952

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MEMORANDUM FOR: []

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SUBJECT: Recommended Promotion for []

1. It is recommended that [] of this Office be promoted from a GS-13 to a GS-14.

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2. As I have explained orally to you [] is one of three members of my staff, the others being [] and myself. We operate as a closely knit team in which each member has to be capable of dealing with Assistant Directors and other high level officials within the Agency and the IAC agencies in the solving of coordination problems or in the development of policy recommendations for the DCI and the IAC.

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3. [] has been doing this sort of thing for the last six months in an eminently satisfactory manner. My feeling is that his responsibility and performance therein is substantially higher than the grade at which he is now serving and that, therefore, the promotion to GS-14 is warranted.

JAMES Q. REBER
Assistant Director
Intelligence Coordination

Personnel

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